

## PROMOTIONS

**I. PROMOTIONS.** Promotions of senior members are processed under the provisions of CAPR 35-5, "CAP Officer and Noncommissioned Officer Appointments and Promotions". The minimum criteria and promotion processes for Region, Wing, Group, and Unit promotions are contained in this publication. This section contains guidance for the preparation and distribution of requests for promotion. All requests for promotion/appointment to the grades of 2nd Lieutenant through Lieutenant Colonel will be submitted on CAPF 2, "Request for Promotion Action". **No promotion is automatic or mandatory.**

***NOTE: We have included many Notes throughout this document to emphasize areas that have been problems in the past.***

a. **PROMOTING AUTHORITY.** Unless assigned to a higher command level, all requests for promotion, to the grades listed below, will be forwarded to the promoting authority indicated.

1. **Brigadier General.** Promotion of the National Commander to the grade of Brigadier General is concurrent with his/her election to that position by the National Board and with the concurrence of the Chief of Staff of the United States Air Force.

2. **Colonel.** Promotion to the grade of Colonel is reserved for the National Board (Wing and Region Commanders), Region Vice Commanders, the National Historian, and the Chief of CAP Health Programs.

3. **Lieutenant Colonel.** Promotion to the grade of Lieutenant Colonel is approved by the Region Commander.

4. **Major.** Promotion to the grade of Major is approved by the Wing Commander.

5. **Captain.** Promotion to the grade of Captain is approved by the Group Commander (by the Wing Commander if there are no groups).

6. **2nd Lieutenant and 1st Lieutenant.** Promotion to the grade of 2nd Lieutenant and 1st Lieutenant is approved by the Unit Commander.

7. **Flight Officer and NCO Grades.** Promotion to the grade of Flight Officer and NCO Grades are approved by the Unit Commander.

***NOTE: Flight Officer and NCO Grades are not recorded on the CAPNHQ database. They will be listed as Senior Members (SM) until they are eligible for officer grades.***

b. **Minimum Eligibility Requirements for all Officer Promotions (See Attachment 2).**

1. Be at least 21 years of age.
2. Be a high school graduate (or equivalent)
3. Complete Level I of the Senior Member Training Program

4. Complete Cadet Protection Program Training (CPPT)
5. Be recommended by the unit commander.
6. Must be an active member (not assigned to a 000 unit)

***NOTE: Level I and CPPT are not considered complete, for promotion purposes, unless a CAPF 11, "Director's Report", has been submitted to CAPNHQ/ETS and documented on the CAPNHQ database.***

c. **Authority to Wear Officer Grade Insignia.** A CAPF 2, approved and stamped with the CAPNHQ seal plus a valid CAP ID card is authority to wear appropriate officer grade. CAP ID cards will not indicate grades for Flight Officers and NCOs.

d. **Promotion Procedures (not applicable to Flight Officers and NCOs).** The following procedures will normally be used to recommend personnel for promotion to a specific grade. Instructions for completing CAPF 2, "Request for Promotion Action," are found on the reverse of the form. Exceptions to these requirements will be outlined, for the special promotions mentioned in later paragraphs.

1. It is the responsibility of the Personnel Officer (PO) and the Professional Development Officer (PDO), working together to continually review the Monthly Membership Listing (MML) and the Senior Training Report (STR) to identify needed promotion requirements. When a member meets all requirements for a specific promotion the Personnel Officer makes the unit commander aware of the member's eligibility for promotion.

2. The commander of the individual being recommended for promotion will ensure, with the help of the PO and PDO, that the member meets the minimum eligibility criteria for promotion. In addition, is qualified under the criteria of one of the following promotion methods.

- (a) Duty performance promotions
- (b) Special appointments
- (c) Mission-related skills
- (d) Professional appointments and promotions

2. Upon ensuring that the individual is qualified for promotion under one of the above methods, and with approval of the commander, the Personnel Officer will initiate a CAPF 2 in sufficient copies to allow each approving echelon to retain a copy and to provide National Headquarters with one copy.

***NOTE: Validation of the information on the CAPF 2 can only be accomplished by downloading the information from the CAPNHQ e-Services web page, Interactive Personnel System or from the unit MML or STR. If the information does not agree, the promotion may be delayed at one of the intermediate headquarters or at CAPNHQ.***

***NOTE: The CAPF 2 should indicate only one of the four promotion methods indicated above. For example, if the member is being recommended for promotion under the duty performance or special appointment method, it is not necessary to also include information on mission-related skills.***

3. The CAPF 2 will be forwarded to the unit commander, who will personally sign the form and forward it through channels to the appropriate promoting authority. The promoting authority will forward the approved CAPF 2 to National Headquarters.

4. National Headquarters will validate the CAPF 2, using the Interactive Personnel System, and return it to the member's unit of assignment with a membership card showing the member's new grade. (NOTE: Promotion requests for unit commanders will be returned to the commander of the next higher echelon for appropriate presentation.)

5. The original documents will be forwarded to the member concerned and a copy inserted in the members personnel records, which will be posted to reflect the promotion. The promotion will be effective on the date the promotion request is validated by National Headquarters (Date stamp on back of original CAPF2).

6. In unusual cases where an exceptionally qualified individual does not meet the promotion eligibility criteria of the applicable promotion method, a waiver may be requested by the unit commander, provided he or she can prove that the member concerned has a skill or background **unique to CAP** which makes him or her eminently qualified for the grade recommended, ahead of his or her peers. Each region commander has authority to waive promotion eligibility criteria for the grades of second lieutenant through captain for exceptionally qualified personnel assigned to the region headquarters and subordinate units within the region. This authority will not be delegated. Requests to waive promotion eligibility criteria for major and lieutenant colonel will be considered by the National Promotion Review Board. The following procedures will apply for all requests for waiver:

(a) A detailed letter of justification, outlining the member's exceptional qualifications and showing how waiver of promotion eligibility would greatly benefit CAP will be forwarded with the CAPF 2. The request for waiver will include full particulars on the member, such as age, professional qualifications, unique business experience, association with other governmental or aviation agencies, educational background, community stature, civic endeavors, prior CAP service, etc.

(b) The CAPF 2 will be routed through channels to the region commander for approval.

(c) Upon approval of a waiver for promotion to second lieutenant through captain, the region commander will sign the CAPF 2 and forward it to NHQ CAP/DP for processing.

(d) CAPFs 2 requesting waivers for promotion to major or lieutenant colonel, approved by the region commander, will be signed and forwarded, along with the letter of justification to the National Promotion Review Board for consideration.

(e) The National Promotion Review Board will meet periodically to consider requests for waiver of applicable eligibility criteria for promotions to major and lieutenant colonel. Each request will be carefully screened, and waivers granted only in those unusual instances where known value to CAP eminently qualifies the member of the grade recommended ahead of his or her contemporaries.

(f) When waivers are approved, National Headquarters will process promotion actions, and the approved CAPF 2 and new membership card will be routed to the unit, wing, or region headquarters as appropriate.

***NOTE: A command letter, in reference to waivers, was received stating that no training would be waived and 50% of time-in-grade must have been served (See attachment 1).***

**7. Promotion/Waiver Disapproval.** If any commander in the chain of command disapproves a recommendation for promotion or request for waiver, he/she will so indicate over his or her signature on the CAPF 2 and will return the CAPF 2 to the initiator through channels. A Memorandum Letter will accompany the disapproval, outlining the reasons for rejection. If the National Promotion Review Board denies a request for waiver, it will also be returned to the initiator through channels. In neither case does such disapproval preclude the individual from being recommended for promotion at some future date.

**8. Promotion Boards.** The commander at each echelon may appoint a promotion board to consider all promotion and demotion actions and make recommendations to the promoting authority. The promotion board will consist of at least three officers as follows: personnel officer, professional development officer, and one additional officer designated by the commander. The chairman of the promotion board should be equal to or higher than the highest grade being recommended. Appointment to promotion boards will be reflected by appropriate personnel authorizations. The board is responsible for considering all pertinent information pertaining to promotion actions and ensuring that the member being considered for promotion meets the minimum eligibility requirements. The board should meet frequently enough to assure timely consideration of recommendations received. The action by the promotion board will be in the form of a recommendation to the approving authority as to whether the promotion should be approved or disapproved. Disapproval by the promotion board does not constitute a final decision. The promotion authority may still sign and forward the promotion request.

**9. Training Requirements.** The training requirements for promotion are outlined in CAPR 50-17. Personnel Officers and Professional Development Officers should review the Senior Training Report (STR) on a regular basis. The STR is distributed quarterly by CAPNHQ. Members should be reminded of training required for his/her next promotion.

***NOTE: Many promotions have been disapproved or put on hold because the proper paperwork was not submitted to document completion of the training requirements for promotion.***

(a) **Qualifying Equivalents for Military Education.** Included in Attachment 2 of CAPR 50-17 is a list of Qualifying Equivalents for Military Education. Equivalents must be no older than 20 years from time of initial application of a CAPF 24. For example, if a member qualifies for Qualifying Equivalents Code P by having completed a Armed Forces Senior NCO Academy, he/she will be given credit for Region Staff College. A letter, with a copy of the diploma or certificate of completion attached, should be sent to CAPNHQ/ETS. ETS will enter Region Staff College Completion on the CAPNHQ database.

***NOTE: Do not wait until the member is eligible for promotion to submit the Qualifying Equivalents for Military Education. The 20 year time line may run out.***

(b) **Training Level Completion.** Even though a member has completed all of the senior training; ECH13, SLS, CLC, RSC, and NSC he/she is not eligible for promotion until the Professional Development Officer has documented a completion of a level of training by submitting a CAPF 24 to CAPNHQ/ETS.

(c) **Specialty Track Skill Level.** Each grade requires achievement of a specific skill level: Technician, Senior, or Master. The only way to update a skill level is for the Profession Development Officer to verify completion of each element of specific skill level documented in the CAP Pamphlet pertaining to the members specialty track. Once verified, the Professional Development Officer enters the skill level and specialty track on the current STR in red. Example: A member is a technician in the Finance Officer specialty Track 202 and has completed the criteria for Senior. The PDO lines out "Technician 02" in red, on the line for the member on the STR, and enters "Senior 02" in red. The Commander then signs the bottom of the STR and it is sent to CAPNHQ/ETS.

***NOTE: Many promotions have been held up when a member has completed all training but was not awarded the training level documentation.***

e. **Duty Performance Promotions (CAPF 2, section III Part 1).** Promotions based on "duty performance" require that the member be assigned to a unit position as outlined in CAPM 20-1. In addition, each grade requires a training skill level and a minimum time-in-grade. Time-in-grade is the period of time since the date listed in the MML for date of last promotion. CAPF 2, section III Part 1, describes the minimum requirements for each specific grade as shown in Figure 1.

1. **General Requirements.** The member must: meet the minimum requirements as listed in paragraph I-b plus be assigned to a staff position and performing in an exemplary manner.

| PROMOTION TO | MINIMUM SKILL LEVEL           | TIME-IN-GRADE                                       | PROMOTING AUTHORITY                            |
|--------------|-------------------------------|---|--|
| 2nd Lt       | Level I                       | 6 Months as Senior Member                           | Unit   |
| 1st Lt       | Tech Rating (Specialty Track) | 12 Months as 2nd Lt or TFO (or combination thereof) | Unit   |
| Captain      | Level II                      | 18 Months as 1st Lt or SFO (or combination thereof) | Group Commander<br>Wing Commander if no Groups |
| Major        | Level III                     | 3 Years as Captain                                  | Wing Commander                                 |
| Lt Col       | Level IV                      | 4 Years as Major                                    | Region Commander                               |

Figure 1 Duty Performance Promotions

***NOTE: There is a close relationship between the Personnel Officer and the Professional Development Officer in reference to most promotions. As indicated in Figure 1, training requirements and specialty track skill levels must be completed and entered into the CAPNHQ database before the Personnel Officer can validate a CAPF 2.***

2. **Processing the Promotion.** Recommendations for promotion will be accomplished by preparing CAPF 2 in sufficient numbers to allow original copy for National and/or approving authority if not within the same unit, one copy for unit file, one copy to individual's 201 file, and a personal copy for the individual. Section I will be completed in its entirety in all cases, and Section II will be completed as applicable. If the training and skill level requirements for the grade requested, as indicated in Figure 1, do not appear on the CAPNHQ database, but have been completed, attach substantiating documents to the CAPF 2.

- (a) Check the grade requested in the space at the top of Section III.
- (b) Mark the box "(1) Duty Performance" in section III and then follow the applicable instructions in this section
- (c) On initial promotion, enter in Section VIII (Remarks) of CAPF 2, the following information:

- (1) Member's date of birth.
- (2) A statement that the member is a high school graduate or has the educational equivalent.
- (3) A statement that the member has been performing his/her duties in an exemplary manner and is recommended for promotion by his or her immediate superior/supervisor.

3. **SPECIAL APPOINTMENT (CAPF 2, section III Part 2).** In consideration of appointment to certain key positions in CAP, special educational qualifications, or previous CAP or military experience special approval of promotion may be warranted. Those senior members who meet the minimum age and educational requirements and have completed Level I and CPPT training may be promoted as indicated below. These promotions will be requested as follows:

(a) **Squadron Commander Appointments.** CAPF 27 MUST precede the CAPF 2. When a member is appointed as Squadron Commander, he/she may be advanced to the grade of First Lieutenant without regard to the Level II training or time-in-grade/position requirements listed in Figure 1. Only the Group Commanders, Wing Commander if no Groups are assigned, may initiate the request for this special appointment.

- (1) Check the 1Lt box in the space at the top of Section III.
- (2) Mark the box "(2) Special Appointment/Promotion" in section III.
- (3) Complete Section III (2) of CAPF 2 by checking the 'Squadron Commander' box.
- (4) Include the effective date of appointment to Squadron Commander in Section VIII of CAPF 2. Include a copy of the Wing Personnel Authorization appointing the member as Squadron Commander.

***NOTE: He/she becomes eligible for promotion to Captain at the end of one year service as Squadron Commander.***

***NOTE: Commanders of State Legislative Squadrons may be promoted to the grade of Lt Colonel concurrent with appointment.***

(b) **Group Commander Appointments.** CAPF 27 MUST precede the CAPF 2. When a member is appointed as Group Commander, he/she may be advanced to the grade of Major, with the approval of the Region Commander. Wing Commanders initiate the request for this special appointment. Include a copy of the Wing Personnel Authorization appointing the member as Group Commander.

***NOTE: ECI Course 13 or equivalent must be completed prior to promotion to Major.***

- (1) Check the Maj box in the space at the top of Section III.
- (2) Mark the box "(2) Special Appointment/Promotion" in section III.
- (3) Complete Section III (2) of CAPF 2 by checking the 'Group Commander' box.
- (4) Include the effective date of appointment to Group Commander in Section VIII of CAPF 2.

(c) **Wing Legislative Liaison Officers.** Wing commanders may advance a senior member to the grade of lieutenant colonel concurrent with the member's appointment as the Wing Legislative Liaison Officer.

- (1) Check the Lt Col box in the space at the top of Section III.
- (2) Mark the box "(2) Special Appointment/Promotion" in section III.
- (3) Complete Section III (2) by printing "Wing Legislative Liaison Officer" in the blank area to the right.
- (4) Include the effective date of appointment to Wing Legislative Liaison Officer in Section VIII of CAPF 2. Include a copy of the Wing Personnel Authorization appointing the member as Wing Legislative Liaison Officer.

d. **Regular and Reserve Officers of the Armed Forces.** Regular and Reserve officers of the Armed Forces of the United States, active, retired or resigned, may be advanced to a CAP grade equivalent to their grade in the Armed Forces (but not to exceed lieutenant colonel), in recognition of their military knowledge and experience. **Such promotions are neither automatic nor mandatory.** This provision also includes members of the Reserve components (Air National Guard, Army, Navy, Marine Corps, and Coast Guard Reserve). Additionally, individuals who obtained the grade of warrant officer may be promoted to the CAP grade shown in Figure 2.

***NOTE: The unit commander will initiate initial promotion to officer grade based on prior military service only where proper documentation for that grade exists (a copy of DD Form 214, military identification card, or promotion order showing the grade requested, is considered sufficient).***

1. Must meet the minimum requirements stated in Paragraph I-b.
2. Check the appropriate grade box in the space at the top of Section III.
3. Mark the box "(2) Special Appointment/Promotion" in section III.
4. Complete Section III(2) of CAPF 2 by checking the "Officer of the Armed Forces" box.
5. Attach two copies of the substantiating document showing the individual held/holds at least the grade requested. (DD 214 or ID card).

| CWO GRADE  | CAP GRADE AUTHORIZED |
|------------|----------------------|
| CWO 1 or 2 | First lieutenant     |
| CWO 3      | Captain              |
| CWO 4 or 5 | Major                |

**Figure 2. Warrant Officer Grade Equivalents**



e. **Former CAP Cadets** Upon reaching age 21, former CAP cadets who reached certain levels of achievement in the CAP Cadet Program and who have completed the CPPT training are eligible for appointment to certain senior member officer grades. Refer to Figure 3.

1. Must meet the minimum requirements stated in Paragraph I-b.
2. Check the appropriate grade box in the space at the top of Section III.
3. Mark the box "(2) Special Appointment/Promotion" in section III.
4. Complete Section III(2) of CAPF 2 by checking the appropriate "Mitchell", "Earhart", or "Spaatz" Award box.
5. Attach proof of the appropriate cadet program award.

***NOTE: These members are exempt from the orientation portion of Level I of the Senior Member Training Program provided they have less than a two-year membership break prior to assuming senior member status. The Cadet Protection Program Training (CPPT) must be completed prior to any promotion action.***

f. **Former Members** A former member may be reinstated to the same grade held prior to voluntary membership termination, provided he or she qualifies for that grade under current criteria (including applicable senior member training criteria). A recommendation for such reinstatement is neither automatic nor mandatory. **If approved, the appointment will not be retroactive**, and the date of grade will be the date validated by National Headquarters upon reinstatement.

1. Must meet the minimum requirements stated in Paragraph I-b.
2. Check the appropriate grade box in the space at the top of Section III.
3. Mark the box "(2) Special Appointment/Promotion" in section III.
4. Complete Section III(2) of CAPF 2 by checking the "Former Member Grade Reinstatement" box.
5. Attach proof that the member held the grade for which reinstatement is requested.

| CADET AWARD | GRADE AUTHORIZED  |
|-------------|-------------------|
| Mitchell    | Second lieutenant |
| Earhart     | First lieutenant  |
| Spaatz      | Captain           |

Figure 3 - Senior Member Officer Grads Authorized for Former CAP Cadets Age 21 or Older.

**g. Exceptional Qualifications** In unusual cases, an exceptionally qualified member may be promoted to any CAP grade (not to include the general officer grade) where age, professional qualifications, and known value to CAP eminently qualify the member for such grade. In such cases, it must be evident that the member recommended has skills or background **so unique and valuable to CAP** as to eminently qualify him or her for promotion ahead of his or her peers. Areas of consideration are age, professional qualifications, unique business experience, association with other governmental or aviation agencies, educational background, community stature, civic endeavors, prior CAP service, etc. In such cases, the commander concerned must request a waiver of applicable promotion eligibility criteria through channels from the region commander or National Promotion Review Board as appropriate.

1. Must meet the minimum requirements stated in Paragraph I-b.
2. Check the appropriate grade box in the space at the top of Section III.
3. Mark the box "(2) Special Appointment/Promotion" in section III.
4. Complete Section III(2) of CAPF 2 by checking the "Exceptional Qualifications (Waivers)" box.
5. Attach any information that will help the Region and National Promotion Review Board determine the qualifications for the grade requested.

| <b>SKILL Required For Promotion to:</b>    | <b>SECOND<br/>LIEUTENANT</b> | <b>FIRST<br/>LIEUTENANT</b> | <b>CAPTAIN</b> |
|--|------------------------------|-----------------------------|----------------|
| <b>PILOTS:</b>                             |                              |                             |                |
| Private                                    | X                            |                             |                |
| Instrument or Commercial                   |                              | X                           |                |
| CFI/CFII or ATP                            |                              |                             | X              |
| <b>MAINTENANCE:</b>                        |                              |                             |                |
| A or P Mechanic                            | X                            |                             |                |
| A & P Mechanic                             |                              | X                           |                |
| A & P Mechanic<br>Inspection Authorization |                              |                             | X              |
| <b>GROUND INSTRUCTORS:</b>                 |                              |                             |                |
| Basic Instructor                           | X                            |                             |                |
| Advanced Instructor                        |                              | X                           |                |
| Instrument Instructor                      |                              |                             | X              |
| <b>COMMUNICATIONS:</b>                     |                              |                             |                |
| General Radio Telephone                    |                              | X                           |                |

**Figure 4. Maximum Grades Authorized for Certain Mission Related Skills**

| Grade   | Chaplains<br>(CAPR 265-1)  | Moral<br>Leadership<br>(CAPR 265-1)  | Medical<br>Officers<br>(CAPR 160-1)   | Professional<br>Educators<br>(CAPR 111-1)  | Legal<br>Officers   |
|---------|--|--------------------------------------|---|--|---|
| 2d Lt   |  | 60 hours of study beyond high school | Licensed practical or vocational nurse, paramedic or EMT  |  |   |
| 1st Lt  | College degree, (practical experience)   |                                      | Registered nurse, physician assistant or medical officer  | Graduate of recognized college or university and certified by state department of education or a university professor or faculty member                                  |   |
| Captain | College degree and seminary  |                                      | Licensed physician, dentist or others appointed as medical officer or assistant medical officer | Five years service as teacher, counselor, school administrator, college or university professor or other faculty member. Five years reduced to three with Masters degree | Licensed attorney appointed as legal officers                           |
| Major   | College degree, seminary and an earned doctorate degree (or equivalent) with one year as captain |                                      | Licensed physician appointed unit medical officer with one year as captain                      | professional educator and an earned doctorate degree with one year as captain  | Five years as<br>Ten years service as attorney with one year as captain |

**Table 5 - Grades Authorized for Professional Appointments and Promotions.**

**h. PROMOTIONS FOR MISSION RELATED SKILLS (CAPF 2, section III Part 2).**

In recognition of certain special skills and qualifications earned outside CAP, but **which are directly related to the CAP mission**, certain senior members are eligible for initial appointment and subsequent promotion (after completion of Level I, and CPPT) to a grade commensurate with these skills, provided they are contributing these skills to the CAP mission. These special skills and qualifications along with the commensurate grade authorized are listed in Figure 4. It should be noted that the grades listed in Figure 4 are the **MAXIMUM** authorized by CAPR 35-5. Personnel should not be recommended for the maximum grade unless it is clearly demonstrated that the applicable skills are being used in and for the benefit of CAP. This means, for example, that a CFI rating does not automatically qualify an individual for the grade of Captain. This grade **MAY** be recommended, if the

individual is currently an authorized CAP check pilot or instructor pilot and is using his/her CFI rating to give check rides or instruct CAP pilots. This philosophy applies to all initial appointments made under the provisions of CAPR 35-5. All subsequent promotions must be earned according to the requirements outlined under "Duty Performance Promotions".

1. Must meet the minimum requirements stated in Paragraph I-b.
2. Check the appropriate grade box in the space at the top of Section III.
3. Mark the box "(3) Mission Related Skill" in section III.
4. Complete Section III(3) of CAPF 2 by checking the appropriate box representing the mission related skill that you are qualifying for promotion under.
5. Attach copies of applicable certificates or licenses as required.
6. For Mission Related Promotions: the unit commander must certify, in the Remarks section VIII, that the member is utilizing his/her mission related skills for CAP use and is actively doing so on a regular basis.

i. **PROFESSIONAL APPOINTMENTS AND PROMOTIONS.** This section prescribes the requirements and procedure for initial appointment and subsequent promotion of CAP members who serve as chaplains, moral leadership officers, medical personnel, legal officers, and professional educators serving as aerospace education officers (See Figure 5).

1. **Training Requirements.** Professional personnel must complete Level I and CPPT prior to appointment to CAP officer grade. Medical personnel, legal officers, and professional educators serving as aerospace education officers are exempt from all other training requirements prescribed for promotion to additional grades. Completion of ECI Course 02210/CAPP 221 is required for all chaplain promotions after initial appointment. Chaplains are exempt from all other training requirements prescribed for promotion to additional grades.

2. **Initial Promotions.** Upon completion of Level I and CPPT, unit commanders may recommend medical personnel, legal officers, and professional educators serving as aerospace education officers for an appropriate grade commensurate with their CAP position and professional qualifications. Members applying and qualifying for the CAP chaplaincy will be appointed to an appropriate grade upon acceptance by National Headquarters.

(a) **Chaplains.** Concurrent with appointment as chaplain in CAP, chaplains may be appointed to appropriate officer grades by National Headquarters, as follows:

(1) **1st Lt.** If the individual has a degree from a nationally accredited college (listed in the Higher Education Directory or recognized by the Armed Forces Chaplains Board), but does not have a seminary degree (or its equivalent). Member must present a resume of practical experience in lieu of seminary degree.

(2) **Captain.** If the individual has both a college degree and a seminary degree or the equivalent of both. (Institutions must be Nationally accredited and listed in the Higher Education Directory or recognized by the Armed Forces Chaplains Board).

(3) **Major.** If the individual has a college degree, a seminary degree, and an earned doctorate degree from Nationally accredited colleges and universities (institutions must be listed in the Higher Education Directory) and has served one year time-in-grade as a captain.

(b) **Moral Leadership Officers.** Concurrent with appointment as a Moral Leadership Officer in CAP, and successful completion of Level I and CPPT, the member may be appointed to the grade of second lieutenant.

(c) **Medical Personnel.** Upon successful completion of Level I and CPPT, unit commanders may initiate a CAPF 2 on medical personnel recommending appointment to an appropriate grade, as outlined below. The member's qualifications will be evaluated by the wing medical officer, who will provide his or her comments and recommendations to the wing commander prior to approval. (Specific qualifications for medical personnel are outlined in CAPR 160-1.)

(1) **2d Lt.** Licensed practical or vocational nurse, paramedic, or emergency medical technician.

(2) **1st Lt.** Registered nurse, physician assistant or qualified medical services officer.

(3) **Captain.** Licensed physician, dentist, or other individuals appointed as medical officer or assistant medical officer in accordance with CAPR 60-1.

(4) **Major.** Licensed physician appointed a unit medical officer in accordance with CAPR 160-1 who has served one year time-in-grade as a captain.

(d) **Legal Officers.** Upon successful completion of Level I and CPPT, the unit commander may initiate a CAPF 2 on CAP legal officers recommending an appointment to an appropriate grade as outlined below. The member's qualifications will be evaluated by the wing legal officer who will provide his or her comments and recommendations to the wing commander prior to approval.

(1) **Captain.** A licensed attorney appointed CAP legal officer in accordance with CAPR 111-1.

(2) **Major.** A licensed attorney appointed as CAP legal officer who has been engaged in the practice of his or her profession for at least 10 years since being admitted to practice and has served one year time-in-grade as captain.

(e) **Aerospace Education Officers.** Upon successful completion of Level I and CPPT, the unit commander may initiate a CAPF 2 on qualified aerospace education officers, recommending appointment to an appropriate grade, as outlined below:

(1) **First Lieutenant.** A professional educator who is a graduate of a recognized college or university and is certified by the state department of education or a university professor (full, associate or assistant) or other faculty member.

(2) **Captain.** A professional educator who has served as a teacher, counselor, school administrator, college or university professor (full, associate or assistant) or other faculty member for a minimum of five years. The professional education service requirement is reduced from five years to three years for members with an earned masters degree.

(3) **Major.** A professional educator with an earned doctorate degree who has served as a teacher, counselor, school administrator, college or university professor (full, associate or assistant) or other faculty member, for a minimum of five years and has served one year time-in-grade as a captain may be appointed to the grade of major.

**3. Subsequent Professional Promotions.** After initial appointment, professional personnel may be eligible for future promotions by satisfying the requirements outlined in "Duty Performance Promotions, except:

(a) Medical personnel and legal officers are exempt from senior member training requirements after Level I and CPPT. Legal officers, however, must complete the National Legal Officers College prior to promotion to the grade of lieutenant colonel.

(b) Professional educators serving as aerospace education officers are exempt from senior member training requirements after Level I and CPPT for the purpose of promotion under the professional promotion category, but are encouraged to complete all available aerospace education related training.

(c) CAP chaplains must complete ECI Course 02210/CAPP 221 for all promotions after initial appointment through the grade of major. ECI Course 221A must be completed prior to promotion to the grade of lieutenant colonel. Additional related training is encouraged but not required for promotion.

(d) After initial appointment, moral leadership officers must meet the regular senior member training and time-in-grade requirements to qualify for all subsequent promotions.

| PROMOTION TO | MINIMUM SKILL LEVEL              | TIME-IN-GRADE      |
|--------------|----------------------------------|--------------------|
| FO           | Level I                          | 3 months as member |
| TFO          | Tech Rating<br>(Specialty Track) | 6 months as FO     |
| SFO          | Level II                         | 12 months as TFO   |

Figure 2-6. Minimum Skill Levels and Time-In-Grade Requirements for Promotion to Flight Officer Grades.

| Award    | Initial Grade | Grade at Age 21 |
|----------|---------------|-----------------|
| Mitchell | FO            | 2Lt             |
| Earhart  | TFO           | 1Lt             |
| Spaatz   | SFO           | Capt            |

Figure 2-7. Flight Officer Grades Authorized for Former CAP Cadets Who Have Earned Certain Awards.

(e) Members may advance to the grades authorized as higher professional qualifications or experience are obtained (i.e., advanced degrees or years of continued professional experience) without reference to time-in-grade except the grade of major requires one year time-in-trade as a captain.

***Note: Even though some of the professional appointees are not required to take the standard training requirements, they should be encouraged to do so. At some point they may be selected for a command position. Knowledge of many of the subjects that are covered in the training would be very useful.***

j. **FLIGHT OFFICER GRADES.** Only senior members under 21 years of age will be appointed to or promoted to the flight officer grades. This category is designed as a transition for cadets transferring to senior member status and for those senior members who are otherwise eligible for CAP officer grade except that they have not yet reached the minimum age of 21. Upon reaching age 21, the member will be appointed to an appropriate officer grade or will be classified as a senior member without grade until he or she is eligible for promotion to officer grade.

1. **Authorized Grades.** Authorized grades in this category are flight officer (FO) technical flight officer (TFO) and senior flight officer (SFO). There is no limit to the number of members who may be promoted to the grade of flight officer in a unit. Promotions should be based upon the requirements of the unit and qualifications of the member.

2. **Promotion Authority.** Each commander (region, wing, group, squadron) is the promoting authority for senior members assigned to his/her unit.

3. **Promotion Eligibility Requirements.**

(a) To qualify for promotion to flight officer grade, individual must be at least 18, but not yet 21.

(b) Members must complete Level I and Cadet Protection Program training of the Senior Member Training Program to qualify for promotion to flight officer grades.

***NOTE: Former CAP cadets who have earned the Billy Mitchell Award or higher and apply for senior membership within two years of their cadet membership expiration date are exempt from Level I training requirements.***

(c) Individuals recommended for promotion to flight officer grade must be occupying positions of supervision or leadership within the unit.

4. **Requirements for Specific Grades.** Minimum skill levels and time-in-grade requirements for promotion to flight officer grades are outlined Figure 6

5. **Special Provisions.** In consideration of past training and experience, former CAP cadets who have earned certain awards are eligible for flight officer grades without reference to the training and time-in-grade requirements. The awards and grades authorized for each are outlined in Figure 7.

6. **Promotion Procedures.**

(a) Recommendations for promotion will be initiated by the senior member's commander on a CAPF 2 and will be forwarded through channels to the appropriate commander having final approving authority. Commanders will personally sign the CAPFs 2; **this authority may not be delegated to a staff officer.**

(b) When the final approving authority indicates his or her approval of the promotion by signing the CAPF 2, the form then becomes the promotion order. The approved CAPF 2 will be returned through channels to the senior member concerned. The member's unit personnel records will be annotated to show his or her new grade. Since FO promotions are approved at the local levels, these grades are not recorded by National Headquarters and are not reflected on the membership card.

(c) CAPFs 2 will be submitted to the approving authority in the number of copies he/she directs.

k. **TEMPORARY GRADES.** It should be understood that the grade of Lieutenant Colonel is to be a temporary grade for a period of one year. A member should not be promoted to this grade only because the training requirements are met. The member must be assigned to a specific CAPM 20-1 position and be performing the duties of that position in an exemplary manner. If the member is participating in the position as expected, no further action is required and the promotion becomes permanent in one year.

1. Commanders are required to review the performance, after six months in grade, of newly appointed Lieutenant Colonels. If the Commander feels that the individual's performance is not satisfactory, he shall counsel the individual.

2. If at the end of eight months in grade, performance has not improved, the commander will prepare CAPF 2, in original and four copies, requesting demotion to the individual's previous permanent grade. Explain in Section VIII of the CAPF 2 or on attached sheets, the reason for demotion of the individual to his former grade.

3. The original and two copies of all paperwork should arrive at the Wing/DP who will review the documentation. This action **MUST** be received by Region/DP in sufficient time to be approved and forwarded the CAPNHQ prior to the completion of the one year.



## Attachment 1



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
105 SOUTH HANSELL STREET  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332


JUN 12 2001

MEMORANDUM FOR ALL NATIONAL BOARD MEMBERS

FROM: CAP/CC

SUBJECT: CAP Promotion Waiver Policy

1. As you know CAP Regulation 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions, makes provisions for unusual cases where an exceptionally qualified individual may not meet the promotion eligibility criteria, but does possess a skill or background so unique to CAP that it makes him/her eminently qualified for grade ahead of his/her peers. Each region commander has the authority to waive promotion eligibility criteria for the grades of second lieutenant through captain. Request to waive promotion criteria for major and lieutenant colonel are considered by the National Promotion Review Board.
2. The National Executive Committee reviewed this criteria at their 5 May meeting and determined that the current policy will apply to initial appointments only. Requests for promotion waivers after initial appointment will not be approved unless all training requirements are completed and at least one half the time in grade has been served. As always, a member may be authorized only one promotion waiver within their CAP career. Approval levels for all promotion waiver request will remain as authorized by CAPR 35-5.
3. CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions, is currently being revised to include this new policy. Until the regulation is published if you have any questions concerning this policy, you may contact your region commander or the National Headquarters Personnel office.

  
JAMES C. BOBICK  
Brigadier General, CAP  
National Commander

## Attachment 2

| FOR PROMOTION TO ⇒<br>YOU NEED ↓ |   | FO         | T/FO       | S/FO       | 2LT        | 1LT        | CAPT       | MAJ        | LTC        |
|----------------------------------|---|------------|------------|------------|------------|------------|------------|------------|------------|
| Required for all promotions      | Minimum Age   | 18         | 18         | 18         | 21         | 21         | 21         | 21         | 21         |
|                                  | High School Grad.<br>(or equivalent)                            | Yes        | Yes        | Yes        | Yes        | Yes        | Yes        | Yes        | Yes        |
|                                  | Completed Level 1<br>Clinic, Waiver, or<br>Billy Mitchell Award | Yes        | Yes        | Yes        | Yes        | Yes        | Yes        | Yes        | Yes        |
|                                  | Recommended by<br>Unit Commander                                | Yes        | Yes        | Yes        | Yes        | Yes        | Yes        | Yes        | Yes        |
| Required for duty performance    | Completed ECI<br>Course 13 (7C)                                 | No         | No         | Yes        | No         | No         | Yes        | Yes        | Yes        |
|                                  | Completed Squadron<br>Leadership School                         | No         | No         | Yes        | No         | No         | Yes        | Yes        | Yes        |
|                                  | Minimum Level II<br>Skill Level                                 | N/A        | Tech       | Tech       | N/A        | Tech       | Tech       | Senior     | Master     |
|                                  | Completion of<br>Level II                                       | No         | No         | Yes        | No         | No         | Yes        | Yes        | Yes        |
|                                  | Complete Level III<br>Requirements                              | No         | No         | No         | No         | No         | No         | Yes        | Yes        |
|                                  | Complete Level IV<br>Requirements                               | No         | No         | No         | No         | No         | No         | No         | Yes        |
|                                  | Time-In-Grade   | 3<br>Mos   | 6<br>Mos   | 12<br>Mos  | 6<br>Mos   | 12<br>Mos  | 18<br>Mos  | 3<br>Years | 4<br>Years |
|                                  | Time-in-Position  | 90<br>Days | 90<br>Days | 90<br>Days | 90<br>Days | 90<br>Days | 90<br>Days | 90<br>Days | 90<br>Days |

All Senior members MUST complete Level I and CPPT before any promotion is granted.